



COMDTINST M12298.4

24 MAY 1988

COMMANDANT INSTRUCTION M12298.4

Subj: Tracking Civilian Training Data in the CIVPMIS

1. PURPOSE. This Manual describes the procedures to be used in completing and submitting Standard Form (SF) 182, Request, Authorization, Agreement and Certification of Training, preparatory for entry of civilian training data in the Civilian Personnel Management Information System (CIVPMIS).
2. BACKGROUND. CIVPMIS is the Coast Guard portion of the automated personnel system (Consolidated Personnel Management Information System, CPMIS) maintained by the Department of Transportation. In addition to tracking employment history and providing to management significant data concerning work force characteristics and history, the CIVPMIS also has the capability to record for each employee all completed instances of Government-funded training for which the course is 8 or more hours in duration. This tracking is accomplished to meet various management reporting needs.
3. IDENTIFICATION OF COURSES IN CIVPMIS. Entry of civilian training information into the CIVPMIS requires the use of a course identification number for each completed instance of training which meets the submission criteria. Course identification numbers are listed in the Course Catalog which appears as enclosure (1) to this Manual. Because of the large number of individual courses taken by the Coast Guard civilian population, it is not possible to identify each separate course within the Catalog. Accordingly, the general practice followed in structuring the Catalog is to identify as close as reasonably possible the major subject matter areas for the various courses.
4. ORGANIZATION OF COURSE CATALOG. A cover page to the Catalog provides a "General Guide to Classification of Civilian Training Courses." This single-page guide shows the major subject matter areas for which the Catalog itself then provides more specific subdivisions. The Guide is

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A																										
B		4	20		12	10	2	2	3	2	5	2	2	4	2			2	2	4	1	1	2	1		
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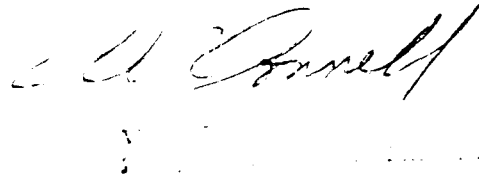
4. (cont'd) intended to assist the personnelist by showing at a glance the basic subject areas encompassed by the Catalog; actual course numbers to be assigned, however, are to be determined using the Catalog proper and not just those numbers shown on the Guide, which are insufficiently specific.
5. COMPLETION OF SF 182.
 - a. Basic procedures for completing the SF 182 appear directly on the form.
 - b. In addition to the instructions shown on the form, all SF 182's for completed courses of a duration of not less than 8 hours must have a course catalog number assigned and entered in the item marked "Agency Use Only." The course number will be prefixed by the indicator "CIVPMIS NO." The employee's organization code (ORG) must also be recorded in this block, prefixed by the "ORG" indicator. ORG is a nine-digit code, the standards for which are recorded in the CIVPMIS Data Elements and Codes List, available at each civilian personnel office. The course catalog number and the ORG value are to be assigned by the civilian personnel office.
 - c. The "Agency Use Only" block will also be used to record "CG MILITARY MEMBER" for forms submitted covering the completion of civilian-funded training of Coast Guard military personnel. Data on military members is not to be entered in CIVPMIS.
6. CRITERIA AND PROCEDURES FOR SUBMITTING FORMS.
 - a. The submission requirement extends only to completed instances of Government-funded training for which course duration is 8 or more hours. Forms for training instances which fail to meet these criteria regarding completion, funding, and duration, should not be submitted. For example, forms are not to be submitted for completed instances of training for which there has been no expenditure of Government funds.
 - b. Submissions (using copy 2 of the 5 or 10-part form) will be made to the servicing CIVPMIS processing center for computer entry. To ensure timely update, forms should be submitted for processing within 15 working days following the date of course completion. Computer entry should be made within an additional 10 working days.
7. STATUS OF TRAINING INFORMATION RESIDENT IN CIVPMIS. As with other personnel information, training data contained within the CIVPMIS will be considered "official." The data will be relied upon for management information purposes, for making reports to the Office of Personnel Management and other agencies, and for making critical decisions concerning civilian training. For this reason, civilian personnel officers are required to ensure accurate and timely submissions and computer entry, and to review and verify output.

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8. RESPONSIBILITIES.

- a. Civilian personnel officers are responsible for inputting accurately completed SF 182's (copy 2) on a timely basis. Civilian personnel officers in addition shall ensure accuracy of processing by making periodic reviews of information retained in the CIVPMIS training subsystem.
- b. Civilian personnel officers having questions about the proper assignment of course numbers for completed training instances, or who have identified a course for which the Catalog does not reflect an adequate identification, should refer questions to Commandant (G-PC-3). Publication updates to the Catalog will be the responsibility of Commandant (G-PC-3).

9. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staffs in Headquarters shall ensure compliance with all relevant provisions of this Manual.



Encl: (1) Catalog of Civilian Training Course Numbers

CATALOG OF CIVILIAN TRAINING COURSE NUMBERS

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GENERAL GUIDE TO CLASSIFICATION OF CIVILIAN TRAINING COURSESADMINISTRATIVE

10000 - Business/Financial Management
and Accounting
11000 - Contracting and Procurement
12000 - Personnel
13000 - Public Administration and Policy
14000 - Public Affairs
15000 - Public Works and Utilities
16000 - Property and Supply
17000 - Safety and Occupational Health
18000 - Security
19000 - Transportation

WAGE AREAS

70000 - Trades and Crafts

OTHER

80000 - Art
81000 - English, Languages, and
Communication
82000 - Law
83000 - Personal Skills Development
84000 - Philosophy and Religion
85000 - Recreation and Sports

CLERICAL

26000 - Office Skills and Secretarial
Studies

MANAGEMENT SCIENCES

30000 - General Management
31000 - Management Analysis
32000 - Supervisory/Managerial/Executive
Development

NATURAL SCIENCES AND ENGINEERING

40000 - Biology
41000 - Chemistry
42000 - Engineering and Construction
43000 - Mathematics and Statistics
44000 - Medical
45000 - Physics, Astronomy, and Earth
Sciences

SOCIAL SCIENCES

50000 - Economics
51000 - Education
52000 - History and Geography
53000 - Psychology
54000 - Sociology and Anthropology

TECHNICAL

60000 - Computer and Information Science
61000 - Library Science

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ADMINISTRATIVE

Business/Financial Management and Accounting

- 10000 - General
- 10100 - Accounting
- 10200 - Auditing
- 10300 - Budgeting
- 10400 - Data Collection and Analysis
- 10500 - Financial Management
- 10600 - Marketing and Merchandising
- 10700 - Taxes

Contracting and Procurement

- 11000 - Fundamental Contracting
- 11100 - General Contract Administration
- 11200 - Modification and Termination of Contracts
- 11300 - Cost Analysis
- 11400 - Special Situation Contracting
- 11500 - Negotiation
- 11600 - Contracting Officer Support Skills

NOTE: See also Contract Law (82100) under "Law."

Personnel

- 12000 - General Personnel Procedures (Using the FPM, Processing Personnel Actions, etc.)
- 12001 - CG Civilian Personnel Procedures for Supervisors
- 12100 - General Personnel Management (Personnel Management Evaluation, Personnel Analysis, etc.)
- 12101 - CG Civilian Personnel Management for Senior Officers
- 12200 - General Employee Relations
- 12201 - Employee Counseling and Assistance Program (ECAP)
- 12202 - Retirement and Benefits
- 12203 - Leave and Attendance
- 12204 - Performance Management
- 12205 - Adverse Actions
- 12206 - Grievances and Appeals
- 12207 - CG Discipline and Performance-based actions, Grievances and Appeals
- 12300 - Equal Employment Opportunity (EEO)
- 12400 - Labor Relations
- 12401 - CG Management Representation before the Merit Systems Protection Board
- 12402 - Negotiating Coast Guard Labor Contracts
- 12403 - OST Management Effectiveness in Labor Management Relations
- 12500 - Staffing
- 12600 - Position Classification
- 12700 - Training and Development
- 12800 - Pay Management
- 12900 - Travel and Transportation Allowances

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Public Administration and Policy

13000 - General

Public Affairs

14000 - General (Media relations, dealing with the public, public information)

Public Works and Utilities

15000 - General

Supply and Property

16000 - General

16100 - Provisioning

16200 - Real Property Management

16300 - Personal Property Management

16400 - Property Disposal

Safety and Occupational Health

17000 - General (Defensive driving, air crash management, accident investigation)

17100 - Hazardous Materials

17200 - Fire Protection and Prevention

17300 - Environmental (Air, Water)

17400 - Industrial Hygiene

Security

18000 - General (Property, information, computer systems)

Transportation

19000 - General

19100 - Navigation and Aids to Navigation

19200 - Ports

19300 - Traffic Management

CLERICAL

Offices Skills and Secretarial Duties

26000 - General (Typing, word proc., shorthand, filing, phone use, etc.)

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MANAGEMENT SCIENCES

General Management

30000 - General (Managerial and organizational effectiveness, leadership, project management and techniques, etc.)

Management Analysis

31000 - General (Organization study and design, efficiency studies, OMB Circular A-76, techniques and methodologies, etc.)

31100 - Operations Research

Supervisory/Managerial/Executive Development

32000 - Executive

32001 - OPM Executive Seminars

32002 - OPM Federal Executive Institute

32003 - Brookings Educational Programs for Senior Government Executives

32004 - Industrial College of the Armed Forces

32005 - Naval War College

32100 - Managerial

32101 - OST Advanced Management Skills Seminar

32102 - OST Management Skills Seminar

32103 - OST Seminar for Prospective Women Managers

32200 - Supervisory

32201 - CG Supervising for Results

NATURAL SCIENCES AND ENGINEERING

Biology

40000 - General

Chemistry

41000 - General (Includes biochemistry)

Engineering and Construction

42000 - General (Construction, energy conservation, building codes)

42100 - Architecture

42200 - Civil

42300 - Electrical and Electronics

42400 - Environmental and Sanitary (Noise, sewage)

42500 - Industrial

42600 - Materials

42700 - Mechanical

42800 - Naval Engineering and Architecture

42850 - Ocean Engineering

42900 - Technician (e.g., Drafting, inspection, surveying)

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Mathematics and Statistics

- 43000 - Mathematics
- 43100 - Statistics (General, psychology, business administration, etc.)

Medical

- 44000 - General
- 44100 - Dental
- 44200 - Nursing
- 44300 - Pharmaceutical
- 44400 - Rehabilitation

Physics, Astronomy, Earth Sciences

- 45000 - General
- 45100 - Astronomy
- 45200 - Earth Sciences
- 45210 - Geology
- 45300 - Meteorology
- 45400 - Physics
- 45500 - Oceanography

SOCIAL SCIENCES

Economics

- 50000 - General

Education

- 51000 - General
- 51100 - Education Administration
- 51200 - Education Theory and Practice

History and Geography

- 52000 - General
- 52100 - Area Studies
- 52200 - Geography
- 52300 - History

Psychology

- 53000 - General
- 53100 - Behavioral Measurement
- 53200 - Counseling/Clinical
- 53300 - Experimental
- 53400 - Managerial/Industrial/Social/Human Factors

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Sociology and Anthropology

- 54000 - General
- 54100 - Anthropology
- 54200 - Sociology
- 54120 - Social Services and Welfare

TECHNICAL

Computer and Information Science

- 60000 - Computer Concepts (Introductory; computer understanding for the nonspecialist; computer applications in particular fields, e.g., education)
- 60100 - Algorithms and Computer Logic
- 60200 - Hardware Operation and Repair
- 60300 - Micro/Mini-Computers (Uses, application software, operating systems)
- 60400 - Programming
- 60500 - Systems Analysis and Design (Including documentation)
- 60600 - Systems or Database Management
- 60700 - Telecommunications and Networking

Library Science

- 61000 - General

WAGE AREAS

Trades and Crafts

- 70000 - General (e.g., Blue print reading, planning and estimating)
- 70100 - General Mechanical Specialist (e.g., Machine shop, heater/boiler repair)
- 70110 - Air Conditioning and Refrigeration
- 70120 - Aircraft
- 70130 - Automotive
- 70140 - Boat
- 70150 - Radar
- 70160 - Radio
- 70200 - General Metal Work
- 70210 - Welding
- 70220 - Shipfitting
- 70230 - Sheet Metal
- 70300 - Other Specialist
- 70310 - Carpentry and Woodworking
- 70320 - Electrical and Electronics
- 70330 - Gardening
- 70340 - Mobile Equipment Operation
- 70350 - Painting/Sandblasting
- 70360 - Pipefitting
- 70370 - Plumbing
- 70380 - Roofing

OTHER

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Art

- 80000 - General
- 80100 - Commercial
- 80200 - Radio and Television Production

English, Languages and Communication

- 81000 - General
- 81100 - English
- 81200 - Writing and Editing
- 81300 - Reading
- 81400 - Listening and Speaking
- 81500 - Foreign Languages (Reading, writing, speaking, comprehension)
- 81600 - Interpersonal Communications (Working with others, conflict resolution)

Law

- 82000 - General (Include business law)
- 82100 - Contract Law
- 82200 - Criminal Law
- 82300 - Environmental Law
- 82400 - Freedom of Information/Privacy Act
- 82500 - International Law
- 82600 - Marine Law
- 82700 - Personnel Law (e.g., Hatch Act)

Personal Skills Development

- 83000 - General (Time management, stress management, assertiveness, problem solving and creativity, etc.)
- 83100 - Career Planning
- 83101 - Career Enrichment Seminar
- 83102 - Career Management Workshop

Philosophy and Religion

- 84000 - General

Recreation and Sports

- 85000 - General
- 85100 - Athletics
- 85200 - Physical Education

